



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	KENNEL MASTER
3	Posting Number	PN# 103146
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Bureau of Animal Regulation and Care
7	Reporting Location	2700 Evella
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Supervises kennel staff and schedules routine kennel operations.	
	<u>CORE FUNCTIONS</u>	
	➤ Supervises section, schedules, reviews work, trains and evaluates employees.	
	➤ Schedules work assignments of kennel personnel and schedules routine maintenance.	
	➤ Maintains records on overtime, holiday scheduling and other personnel actions.	
	➤ Prepares reports on kennel operations for supervisor.	
	➤ Prepares orders for equipment and supplies and schedules routine maintenance of all equipment within section.	
10	<u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to eighteen months of education or training beyond the high school level. Must undergo a rabies immunization series prior to beginning employment.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> ➤ Four years of experience in the care and handling of animals are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	None
14	<u>PREFERENCES</u> ➤ Shift work and weekends, including overtime required.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u>	GENERAL FUNDED POSITION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 22</div> <div>\$1,277- \$1,755 Biweekly \$33,202 - \$45,630 Annually</div>
18	<u>OPENING DATE</u>	February 23, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496.	
	An equal opportunity employer	